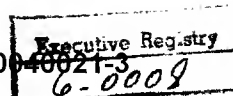


SECRET



SEP 13 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for Establishment of Position

1. The subject request (Tab A) provides for an additional Administrative Assistant position in the immediate office of the Deputy Director (Plans).

2. The Assistant Director for Personnel has approved the proposed classification of GS-9 (Tab B).

3. The Chief, Budget Division has ascertained that sufficient funds are available to support the request (Tab C).

4. Approval is recommended.



Chief, Management Staff

25X1A9A

Attachments:

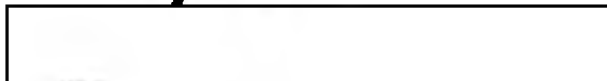
- Tab A - New position in DD/P-
- Tab B - Approval by AD/P.
- Tab C - Funds to be provided by Budget.

APPROVED:

Date

1 Sept 54

FOIAB3B



L. K. WHITE  
Deputy Director  
(Administration)

DISTRIBUTION:

- Orig & 1 - Office of Personnel
- 2 - DD/A
- 2 - DD/P Admin.
- 1 - Comptroller
- 1 - MS Comeback

SECRET

#714  
9-21-54

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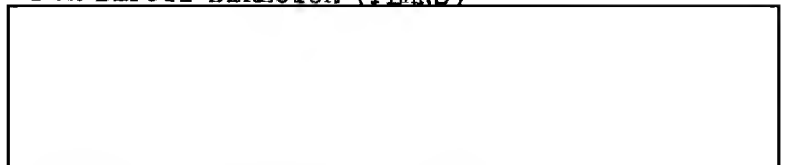
MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Request for Establishment of Position

1. It is requested that a GS-9 position, Administrative Assistant and Secretary, be established in the immediate office of the Deputy Director (Plans). This position will be for the secretary to the Assistant Deputy Director (Plans) for PP and PM Matters.

2. The establishment of this position will not increase the over-all civilian ceiling of the Clandestine Services.

FOR DEPUTY DIRECTOR (PLANS)



Chief of Administration, DD/P

25X1A9A

**SECRET**

Approved For Release 2005/06/08 : CIA-RDP78-03568A001000040021-3

- 2 SEP 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Request for Establishment of Position

REFERENCE : Memorandum for Chief, MS from Chief of  
Administration, DD/P, dated 29 July 1954,  
Same Subject, MS-217

Based on duties proposed, classification approval is  
given to the attached request.



Harrison G. Reynolds  
Assistant Director for Personnel

25X1A9A

Attachment:  
Memorandum As Referenced

Approved For Release 2005/06/08 : CIA-RDP78-03568A001000040021-3 2 1954

**SECRET**

45-217  
Bud not*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 7 SEP 1954

FROM : Chief, Budget Division

SUBJECT: Request for Establishment of Position

1. Reference is made to the memorandum to the Chief, Management Staff from the Chief of Administration, DD/P dated 29 July 1954, same subject.

2. The request is for the establishment of a GS-9 position. This office assumes for the purpose of this analysis that the position will be filled and funds required for 20.9 pay periods or \$4,068 for the current fiscal year. This requirement, when added to the current obligations and payroll run projected for the remainder of FY 1955 produces a total requirement of [ ] for the office of the DD/P, as compared to [ ] which was in the "operating budget" for FY 1955.

3. In view of the foregoing facts, it may be stated that sufficient funds are available in FY 1955 for the position in question.



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25X1A2

25X1A9A